



JOB DESCRIPTION

Position Title: **Principal Engineer**

Working Title: **Principal Engineer**

Class Code: 4913

Exempt

EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional work involving the review, management, and supervision of development applications and construction projects relating primarily to those projects approved through the development review process, to oversee civil engineering issues with appropriate environmental considerations, for roadway design, traffic operation, drainage systems, water quality, stormwater management, wetlands, and flood prone areas, to insure complacence and consistency with the Seminole county Land Development Code and Comprehensive Plan.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responsible for the development and implementation of inspection strategy and monitoring of roadway, bridge, and development projects.

Acts as a team leader for the review of site plan, subdivision, and other permit application packages to assure compliance with engineering requirements of the County Code. Organizes, directs, and supervises work activities in the areas of construction review, supervision, and inspections. Coordinates engineering issues with other departments, divisions, outside agencies, applicants, developers, and engineers during the construction of development projects, and makes recommendations to bring about consistency with established codes and regulations. Provides technical assistance to other staff and officials on matters requiring engineering analysis.

Initiates and recommends, for approval by the Division Manager and the Department Director, the hiring, termination, performance evaluation and disciplinary or commendatory actions for assigned personnel.

Evaluates methods and procedures for the construction of roadway, pavement, and stormwater management system projects, and recommends improvements to County Code to assure the best possible development projects within, or in areas affecting, Seminole County.

Schedules and presides over pre-construction conferences, project review team meetings, and attends pre-application conferences when appropriate, to assure that engineering design standards and specifications are properly applied and enforced.

Coordinates with other County Departments and with State and Federal agencies to provide project information and management as assigned.



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Reviews and approves field changes to development infrastructure projects, and takes appropriate action to report changes in a way that insures their documentation and inclusion in the process management tracking system. Submits periodic reports on the status of construction projects, construction and maintenance bonds, and major inspection events, and reports on compliance status of long term construction commitments.

Advises developers, engineers, and the public, on County policies regarding water management, road design, and other engineering analysis issues. Attends Development Review Committee meetings as required and presents reports and comments on engineering and other technical issues as required by that Committee. Represents the Division and the Department at various meetings and conferences and on local technical and advisory committees.

Prepares recommended budget, and controls expenditures from the approved budget for the inspection team.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Extensive knowledge of the principles and practices of engineering as applied to land development, and of construction methods and techniques related to civil engineering infrastructure projects. Also required is a through knowledge of drainage, roadway, environmental engineering, hydrology, hydraulics, soil mechanics, land surveying, and traffic operations. Ability to make effective oral presentations, prepare clear and effective technical reports and correspondence, and the ability to establish and maintain effective working relationships with co-workers, subordinates, and managers. Skilled in the use of microcomputers with various programs for engineering analysis, database management, document preparation, and general information management.

Bachelor's Degree in Civil Engineering or related field and five years of responsible supervisory engineering experience in supervision, administration, or management of engineering operations for road or bridge construction, or the private development of infrastructure design and construction. Registration as a professional engineer in the State of Florida is highly preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work is usually performed in a general office setting and may be required to perform some duties outside the office. May be required to perform duties requiring walking, standing, and sitting for prolonged periods of time.